



Recruitment Notice

The City of Miami Gardens is committed to employing a talented and diverse workforce. The City of Miami Gardens is an Equal Opportunity Employer, and as such, will not permit discrimination on the bases of race, religion, color, sex (including pregnancy and gender identity), sexual orientation, parental status, national origin, age, disability, family medical history or genetic information, political affiliation, military service, or any other non-merit based factor in its recruitment and hiring practices.

Veterans Preference shall be granted in accordance with Chapter 295 of the Florida Statutes. Resident Preference shall be given in accordance with the City of Miami Gardens Ordinance No. 2010-27-235.

The City of Miami Gardens is a Drug-Free Workplace. All applicants who are selected for employment may be subject to substance abuse screening.

Position:	Recreation Aide I
Requisition:	15-020
Department:	Parks and Recreation
Position #:	Various
Opening Date:	May 26, 2015
Closing Date:	June 9, 2015
FLSA Status:	Non-Exempt
Salary:	\$10.00 per hour - \$11.87 per hour

GENERAL DESCRIPTION:

Employees in this class are responsible for children in a camp setting. Required to perform a variety of manual tasks of a light to moderately heavy nature which are necessary to properly maintain and operate public parks, playgrounds, different sports fields/courts and concession areas. Work requires meeting the general public and following prescribed departmental rules in providing for their needs. All work is done according to standardized and prescribed policies, rules and regulations. Work may occasionally be performed under adverse weather conditions.

ESSENTIAL JOB FUNCTIONS: *This is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

Delivers superior internal and external customer service.

Establishes and maintains effective internal and external customer relationships.

Organizes and leads various age groups in general recreation activities such as games, arts & crafts, and special events as assigned by Recreation District Supervisor and Recreation Supervisor.

Helps with the implementation of an after-school program, camps, family/adult programs at a park/recreation center.

Performs custodial work as needed. Helps with the cleanliness and maintenance of buildings, tables, BBQ grills, utility installations, equipment, grounds, sport courts, trails, restrooms, playgrounds, athletic fields, and other areas.

Meets with the public and gives information regarding the various park facilities and the rules and regulations regarding their use; gives information regarding park recreational activities.

Reports all accidents/incidents in a clear and concise manner.

Renders basic first aid.

Performs related work as required.

Note: The omission of an essential function does not preclude management from assigning specific duties not listed herein if such functions are a logical assignment to the position.

MINIMUM QUALIFICATIONS:

Knowledge, Skills, and Abilities:

Knowledge of community recreational activities.

Experience working with children.

Some knowledge of the techniques and equipment of grounds and building maintenance work.

Knowledge of lining, dragging and preparing ball fields for sport activities.

Ability to meet the public effectively to give information regarding park facilities and regulations and to ensure the safety and welfare of visitors.

Ability to follow verbal and written instructions and to keep records.

Physical strength and agility sufficient to perform moderately heavy manual labor out-of-doors and occasionally under adverse weather conditions.

Education & Experience Requirements:

High school diploma or GED equivalent. First Aid/CPR certified preferred; applicants not certified must obtain certification within six months of employment. Ten (10) months of recreation experience required. Ten (10) months of experience in light grounds maintenance preferred; or any equivalent combination of relevant training and experience. Must possess and maintain a valid Florida Driver's License.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is frequently required to walk, sit and talk or hear. The employee is frequently required to walk; use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb, balance, stoop, kneel, crouch or crawl. Must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision and the ability to adjust focus.

While performing the duties of this job, the employee occasionally works in outside weather conditions and is occasionally exposed to wet and/or humid conditions. The noise level in the work environment is usually quiet while in the office and moderately loud in other areas of the parks. The employee is expected to use standard office equipment and common recreation equipment.

**To apply please complete and deliver a
City of Miami Gardens Application Form to:**

**Human Resources Department, City of Miami Gardens
18605 NW 27 Avenue, First Floor, Suite 126 East
Miami Gardens, FL 33056
Or Fax to: (305) 474-1286**